

14 September 1981

MEMORANDUM FOR: Bruce T. Johnson  
Director  
Office of Data Processing

STAT FROM :   
Chairman, Management Advisory Group  
Office of Data Processing

SUBJECT : Management Advisory Group (MAG)  
Review of Career Development Plans.

1. From June to August 1981, the MAG formally reviewed each ODP Career Development Plan.

2. Because the MAG represents a cross section of ODP personnel, we feel that our comments are typical of those for which the Career Development Plans were designed.

3. The following is the compiled list of comments, the result of our study:

a. Each guide should contain a standard discussion of employee ranking.

b. Where possible, guides should indicate forthcoming career opportunities, i.e. expansions, new requirements.

c. In most cases the Job Charts were too confusing. We suggest standardized Job Charts with standard instructions providing a highlighted example.

d. Job Charts constructed from actual cases were preferred over those showing hypothetical movements.

e. Part-time employees should be included in the Job Chart if employed by an office.

f. Career Development Plans and Job Charts should be accurate. Office changes should be made within a reasonable length of time.

PAGE 2

g. There should be a contact point for revisions printed on the front of each Career Development Plan.

h. All Career Development Plans should be a standard 8 1/2 by 11 inch size.

i. The Career Development Plans should not leave out the discussion of training, and career paths, for secretaries.

j. All Career Development Plans should indicate the Director of Data Processing is available for personnel counseling.

k. Any discussion of the TEC course should be replaced with a list of required courses names, because the TEC course is not offered anymore.

STAT  
l. The  Test should be discussed where it is a factor in hiring.

m. The Application Plan should contain a separate discussion of A, B, C, and D Divisions.

n. The Management Staff Plan should contain a discussion of the selection of personnel to fill SIS schedule positions.

o. The Career Development Plans should be unclassified to facilitate their movement and distribution. The Special Project Staff was classified 'Administrative-Internal Use Only'.

p. A discussion of the Advance Work Plan and the Performance Evaluation Report, should be included in each guide.

q. Further discussion of Rotational positions in and out of the offices concerned would be helpful.

*SIGNED*

STAT